

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
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PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, December 11, 2017 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Bernie Erickson, Erik Hoyer, Sandy Juno, Terri Trantow and Kramer Rock
ALSO PRESENT: Kevin Cullen, Kasha Huntowski and Beth Lemke,

CALL MEETING TO ORDER

1. Chairman Kuehn called the meeting to order at 4:30PM.

2. APPROVE/MODIFY AGENDA

Motion made by Terri Trantow and seconded by Sandy Juno to approve the agenda.

Vote taken. **MOTION APPROVED UNANIMOUSLY.**

3. Museum Director Report. Museum Director Lemke started her report sharing the news that October 2017 admission revenue was the best since October of 2011 and that November 2017 revenue was up 50% over November 2016 and 38% up over November 2015, however monthly admission revenue did not exceed November 2014. Director Lemke informed the Board she was waiting for the official close of November to reforecast fiscal year end for them. She also informed the Board of the financial impact of adding two more much needed security cameras to the upper galleries in the month of December.

Museum Director Lemke updated the Board that the Core Gallery RFP was approved at the Education and Recreation Committee meeting on November 30, 2017 thus moving to December 13, 2017 Full County Board for approval. Director Lemke met with Senior Buyer Dale DeNamur who assigned number 2199 to the project. Senior Buyer DeNamur had no questions or concerns about the narrative or scope of service requested. He did ask for an extra week at the end of the schedule for the consensus scoring meeting (March 19, 2018) thus bumping out the intention to award one week (March 23, 2018). Director Lemke promised to send the updated project timeline once she received it from Senior Buyer Dale DeNamur.

Museum Director Lemke stated that employee performance reviews were complete. As a result of the reviews and the process of updating the departments strategic initiatives job responsibilities were updated. Director Lemke will project manage the Core Gallery Renovation 2018-2020. Deputy Director Cullen will assume the lead role of project management and curation of all of the art and holiday exhibits 2019/2020. Curator Lisa Kain will continue her role as lead in the curation of the first floor Walter Gallery and secondary role in the science based temporary exhibitions. Collections Manager Pfotenhauer will be in charge of the project management of the inventory of collections pre renovation, during renovation and post renovation.

Additionally, the department's outreach plan will be more robust in 2018 due to the temporary exhibits *Our Brown County* and *Delay of Game*. Director Lemke is developing a plan so that all staff have a level of participation in both existing outreach events as well as adding new ones to the plan. The exhibit *BEES* will be the feature of existing outreach events.

Museum Director Lemke shared her request of Executive and Administration to consider a proposal of an asset transfer of digital equipment. She will update the Board at the January meeting of its status.

Last, Museum Director Lemke provided hard copies of the Basic Training Manual PastPerfect5 (collections database) and the updated Emergency Response Plan. The Emergency Response Plan still needs formatting within the document however once complete it will be emailed to all Board members for awareness and action if needed.

Discussion ensued; Action-unanimous consensus approval.

4. Museum Deputy Director Report. Deputy Director Cullen shared updates on the current Main Exhibit Gallery artifact inventory. He also shared an update on 2018 roles and responsibilities for the temporary exhibits and the upcoming Cellar Series. <http://www.nevillepublicmuseum.org/cellar>

Hagemeister Union Lager-Brewing Workshop, Jan. 9th 6-8 PM & Bottling Workshop: Jan. 30th 6-8 PM
 VanDyke Weiss- Brewing Workshop: Feb. 6th 6-8 PM & Bottling Workshop: Feb. 20th 6-8 PM
 Hochgreve Muenchener -Brewing Workshop: Mar. 6th 6-8 PM & Bottling Workshop: Mar. 27th 6-8 PM

5. Such other matters as authorized by law:

Kramer Rock requested an update on the news that *Snapshots in Time* were no longer being included in the *Press Gazette*. Director Lemke stated that James Peth the Museum's Research Technician was informed on Friday, November 24, 2017 from USA TODAY NETWORK-Wisconsin that Press-Gazette was ceasing publication of *Snapshots in Time*. He followed up immediately on the inquiry however; it has not yet been answered. Museum Director Lemke stated she would reach out directly and inform the Board with the response.

Kramer Rock shared acknowledgment of Terri Trantow's two years of community service as Chair of the Neville Public Museum Foundation Board. The Governing Board is pleased that Terri Trantow will continue as Past Chair of the Foundation Board.

Next meeting of the Neville Public Museum Governing Board will be Monday, January 8, 2018 at 4:30pm

2018 meeting dates are as follows:

NO February meeting *Director Lemke vacation

March 12, 2018 *Vice Chair Erickson to run the meeting

April 9, 2018

May 14, 2018

June 11, 2018

July 9, 2018

August 13, 2018

September 10, 2018

October 8, 2018

November 12, 2018

December 10, 2018

6. Adjournment. Chairman Kuehn called the meeting to an end at 4:56PM.
Motion made by Erik Hoyer and seconded by Bernie Erikson to approve.
Vote taken. MOTION APPROVED UNANIMOUSLY.